# Road Map for New Faculty and Instructors

Develop Course

**Recommended minimum completion of steps 1-6 prior to first class**

**1** Designing Online Course
1-hour Webinar
Learning & Applied Research

**2** Course Resources
3-5 hours, Resource
Learning & Applied Research

**3** Assessment Strategies
1-hour Webinar
Learning & Applied Research

**4** Assessment Strategies Resources
Resource
Learning & Applied Research

Plan Delivery

**5** Explore Online Assessment Tools
One-to-one
L&AR / Education Technology

**6** Develop Moodle Course Page
One-to-one / Resource
Education Technology

**7** Face to Face or online delivery
1-hour Webinar
EdTech and L&AR

**8** Develop Lesson Plan Template
Resource
Learning & Applied Research

**Most effective when completed simultaneously**

**9** Design Lesson Plans for Course Delivery
Resource
L&AR and EdTech

**10** Develop Course Resources for Moodle
Resource
Education Technology

**11** Test Moodle Shell
Make app't for one-to-one
Education Technology

**12** Prepare Messaging to Students
See page 35
Resource
Learning & Applied Research

Seek Library Resources

Formulate Assessment

**13** Trial Run using Equipment or Online Platform
One-to-one
L&AR / EdTech

**14** Review Assessment Tools
One-to-one
L&AR / EdTech

**15** Develop Moodle Assessment
Faculty /Instructor led
L&AR / EdTech

**16** Experience Assessment as a Student in Moodle
Faculty / Instructor led
L&AR / EdTech

Examine and Revise

**17** Develop Assessment Instructions and Troubleshooting Tips for Students
Faculty /Instructor led
L&AR / EdTech

Begin course delivery!

Student Success

Visit L&AR and EdTech for continuing support